



Items that must be included on form to qualify to receive TEFAP product:

Section 1: Household Information

1. **Name of household member** — enter the name of the household member applying on behalf of the household
2. **Phone number** – enter phone number of household member ****Not required****
3. **Number of household members** — Enter the number of household members for whom USDA Foods are requested.
4. **Number of households by age group** – enter the number of all members based on age group ****Not Required****
5. **Residential address** — Enter the household's residential address if available
6. **Name of proxy** (person given the authority to act on behalf of household) (optional) – Enter this information if it is applicable

Section 2: Categorical Eligibility

If the household receives other assistance — if a household member(s) currently receives one or more of the specific types of assistance listed, mark the appropriate assistance type(s). If a household receives one or more of the assistance, they automatically are eligible to receive assistance. If the household does not receive any of the assistance types listed, leave the assistance types blank and then must qualify either by income or household crisis need.

The specific assistance types are

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income (SSI),
- National School Lunch Program (NSLP) (free or reduced-price meals), and
- Medicaid.

Section 3: Income Eligibility

Total gross income — Optional if the household receives other assistance as noted in section 2. Enter the total gross income of all household members, as stated by the household, and mark whether the income is received yearly, monthly, or weekly. It is not required to show proof of income.

Notes

- *Farmers and self-employed persons may report net income (the amount after business expenses). This net income will be added to the gross income, if applicable, of other household members, to arrive at the total gross income for the household.*
- *Request but **do not require** an income statement from households that qualify because of other assistance (SNAP, TANF, SSI, NSLP (free or reduced-price meals), or Medicaid). **Be sure the applicant understands that this information is not required.***

Section 4: Household Crisis Eligibility ****Do not complete if is not eligible for Crisis, skip to section 6 & 7 if meets eligibility****

Is the household in need of temporary, crisis food assistance? — Document reason for need of crisis or households that qualify based on unexpected and unavoidable expenses of a household crisis. Below are

Characteristics of a Household Crisis	Examples of Unexpected Costs of a Household Crisis <i>(The CE or distribution site may define and document other circumstances.)</i>
1. Unexpected 2. Temporary 3. Beyond the household's control	1. Necessary medical treatment of a household member 2. Burial expenses of a household member 3. Uncontrolled loss of employment 4. The repair or replacement, because of a household disaster ¹ , of the household's home, home contents, or vehicle

Section 5: Certification

7. **Signature of household member** – obtain the signature of a household member who is eligible to apply on behalf of the household
8. **Date** – enter the date of application

Section 6 & 7: Eligibility or Ineligibility – must be completed by agency who determines eligibility, below are the 2 options on your agency determination and check your selection.

1. **Household is eligible**— For households that are eligible for TEFAP Program
2. **Certification period** — Enter the month and year that the certification period will begin and end. The certification period is up to 12 months. This is an indicator that will be used by your site to request household to reapply after certification period ends.
3. **Household is ineligible** - based on section 2 and 3, but qualify based on crisis (section 4)
4. **Length of certification** - for **crisis** food need is six months. If at the end of the 6-month period, household will need to reapply to ensure that crisis still exist and will begin a new certification period.

Examples

- *A household may be certified up to one year, such as "Begins 3/2022, Ends 2/2023."*
- *A household with a crisis food need may be certified up to six months, such as "Begins 4/2022, Ends 9/2022."*

Section 7: Signature and date of CE or site staff

9. **Date and signature** —The agency representative must sign and date the form.

Items not to be included on application:

1. Social Security number or ID number: these are not required documentation in order to qualify for eligibility.

If your agency offers more services and require to obtain more information from client, then the agency may use a separate form but cannot be denied for food services if do not provide.